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Approved For Release 2006/05/24 : CIA-RDP70-00211R000900220038-6

Weekly Report for the Week Ending 8 April 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 20 actions requiring the printing of 445,100 copies or sets of blank forms.
- (2) Four new and six revised forms were approved.

b. Intangible

- (1) In cooperation with the Inspection and Review Staff, DD/P, revised the "Routing and Record Sheet", Form No. 610b to take care of a minor printing error and to provide for the pre-insertion of certain material, prepinching for Acco filing, and the setting up of an area on the form for the specific and exclusive use of RID. [redacted]
- (2) Working with FI [redacted] and I&R Staff/DD/P developed a complete revised draft of the "FI Operational Authorization", Form No. 680. This form, prepared in quadruplicate by component originating a project action, and used for approving and authenticating a project action, is also used to notify FI Support, Operating Division Budget Officer, Finance Division and the Budget Division of the amount of funds authorized for a project. This revised draft has been forwarded to the offices concerned for their final comments or concurrence. [redacted]

2. Assignments - Active

1. Four new and 15 revised forms.
2. Three employee suggestions.
3. New Building Project. Revised Biographic Data form has been printed. [redacted] attended several meetings with [redacted] OS and the contractor representative to discuss modified badging system desired by the contractor.
- At [redacted] request, [redacted] explained to OTR, the system of using a small portable hair dryer to speed drying of Polaroid photographic prints in about 15 seconds. At the present time, it takes OTR from 5 minutes to 8 hours to dry prints. [redacted]

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3. News

- 25X1 a. Briefed [] of the Records Center.
- 25X1 b. [] attended the April O&M Luncheon.
- 25X1 c. [] were taken on "familiarization tours" of the
- 25X1 [] Printing Plant and the New Building Site.

25X1

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Weekly Report for Week Ending 8 April 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

25X1 a. Filing Equipment []

25X1 [] Conducted [] and
[] OO/FBID on a tour of the OCR Mock up area in
Stadium.

25X1

Located one automatic Rotary Type Filing Unit (Ferris) for card filing, scheduled for release in SR/OCR. Present card trays are for IBM cards filed vertically. Placement of this equipment in another office would necessitate the conversion of IBM trays to 3x5 trays. Contacted former Ferris Co., representative and was informed they no longer handled this line, but would attempt to locate present representative for us. No reply as yet.

OP/Contract Personnel Division
OP/Records Services Division
OCR/Library
Security/Building 13
EE/DD/P
FE/DD/P
25X1 OO/Contact Division []

No change from previous report.

b. Records Systems

None

c. Records Schedules

25X1 OO/FDD [] et al)

The remaining portion of the schedule has been forwarded to the ARO for review. The FDD inventory covered a total of 2582.2 cu. ft. of records.

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d. Special Projects

25X1 OSS Records /RD []

The inventory continues.

Support Staff Records /DD/P [] 25X1

Survey continues.

Review of Clerical Training in Filing [] 25X1

25X1 Issuance of [] Subject Filing, as unclassified
Publication. Reviewed copy with [] OL/Printing
Services, 7 April. 25X1

Continued work on improvement of training aids with
OTR/Graphics and OL/PSD.

25X1 3. Vital Materials []

25X1 [] DD/P, accompanied last week's trip
to the Repository.

25X1 The 25 newly appointed members of the ORR relocation team were
indoctrinated in emergency operations [] and briefed by Mr.
[] on the repository procedure. 25X1

One of the VM deficiencies contained in the February repository
report concerning a OCR/BR card file scheduled for annual replacement
has been corrected. No deposit of this file has been made since 1956.

Microfilming of vital materials continues in OCR/GR and/IR.

4. News

25X1 [] attended 20th Anniversary National Conference of American
Society for Public Administration at Statler Hilton Hotel, 1-4 April.

25X1 [] attended Management Analyst's
Conference Luncheon 6 April and heard [] of CSC discuss
"Toward Professionalization and Management Analysis in the Federal
Service." 25X1

[]

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